



TITLE: Shop Technician

JOB SUMMARY: Shop Technician is responsible for servicing, diagnosing, and repairing vehicles and equipment in the company's fleet. A Technician represents Wolf Construction Services in the office and field to its customers, vendors, and employees.

REPORTING:

- Reports to: Shop Foreman
- Direct Reports: N/A

KEY PERFORMANCE INDICATORS (KPI):

- Attendance
- Attitude
- Teachable
- Demonstrated repair and mechanical skills

JOB COMPETENCIES:

- Problem Solving
- Planning
- Self-starter
- Health, Safety, and Security

DUTIES & RESPONSIBILITIES:

- Services and maintains vehicles/equipment
- Performs basic repairs and parts replacement on vehicles and equipment
- Organizes and cleans shop areas to create a safe working environment
- Washes and cleans equipment and vehicles as necessary
- Responsible for the care and treatment of Wolf Construction tools and equipment
- Helps Foreman maintain and inventory all fuel supplies, bulk fluids, parts, and supplies
- General building maintenance

SKILLS & CERTIFICATIONS:

- Ability to use wrenches, screw drivers, bench grinder, chop saw, drill press, impact wrench and other basic shop tools
- Able to perform vehicle and equipment maintenance inspection and tasks
- Able to make common/basic repairs with no, or minimal, supervision
- Able to safely operate a vehicle hoist
- Able to drive and back up a pickup truck while pulling a trailer
- Knowledge of proper use of tools and equipment to meet all safety guidelines
- Holds a valid Driver's License
- Holds Forklift Operator Certification

PRIVILEGES & AUTHORIZATIONS:

- Authorized to drive company vehicle (with valid driver's license)
- Authorized to use company equipment (with proper training)

WORKING CONDITIONS:

- 75% of time is spent working on vehicles and equipment
- 25% of time as other duties as assigned
- Technician must work outside in all types of weather
- Travel out of state on an as needed basis



- Environmental /Sensory: The Shop Technician must work outside in all different weather conditions including extreme cold and extreme heat. The Shop Technician may be exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and /or toxic substances and must take necessary precautions to protect eyes, nose and skin irritation and infection.
- Mental: (conditions that may lead to mental or emotional fatigue) The Shop Technician must complete assigned tasks in a timely manner. He/she must be able to effectively deal with the public in a courteous and respectful manner.

PHYSICAL:

- Job is physically strenuous and demanding.
- Job requires bending, stretching and twisting.
- Job involves lifting, pulling, and managing heavy equipment and objects.
- Job requires ability to perform tasks on all areas and aspects of construction project.
- Job requires ability to climb ladders for heights of up to 60 feet, and crawl for distances of 50 feet.
- Job requires ability to work with tools and materials.
- Job requires ability to lift and manipulate objects of up to 80 lbs. for 50 feet is required.

HAZARDS:

- Normal hazards associated with construction or mechanic shop environment

COMPENSATION:

- Hourly (commensurate with experience)
- Paid Time Off Program
- 401k – available after eligibility requirements are met, including match
- Health Insurance – Standard Rate
- Dental and Vision Insurance – Payroll Deduct
- Life Insurance – base policy w/ option to payroll deduct additional amounts

I understand and accept the components of the job description listed above as my primary role at Wolf Construction. I realize that additional duties may be added. I also understand that my performance will be evaluated based primarily on this job description.

Name (printed)

Signature

Date